

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: GDPR Compliance Notification

Dear [Recipient Name],

We are committed to ensuring the privacy and protection of your personal data in accordance with the General Data Protection Regulation (GDPR). This letter outlines our compliance efforts and your rights regarding your personal data.

1. ****Data Controller****:

Our organization, [Your Company Name], acts as the data controller for the personal data we process. Our contact details are:

[Your Company Address]

[Contact Number]

[Email Address]

2. ****Purpose of Data Processing****:

We collect and process your personal data for the following purposes:

- [Purpose 1]

- [Purpose 2]

3. ****Legal Basis for Processing****:

Our legal basis for processing your personal data includes:

- [Lawful basis 1]

- [Lawful basis 2]

4. ****Data Retention****:

We will retain your personal data for as long as necessary to fulfill the purposes for which it was collected or as required by law.

5. ****Your Rights****:

Under the GDPR, you have the following rights:

- The right to access your personal data.

- The right to request rectification of inaccurate data.

- The right to request erasure of your personal data.

- The right to data portability.

- The right to object to processing.

6. ****Contact for Queries****:

If you have any questions or wish to exercise your rights, please contact our Data Protection Officer at:

[DPO Name]

[DPO Email Address]

[DPO Contact Number]

We are committed to maintaining the privacy and security of your personal data. Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]